

SUSSEX COUNTY
Board of Supervisors

Resolution:

**Delegating certain functions to the County Administrator for purposes
of administrative efficiency and taking timely action to avoid additional
costs or delays in the delivery of services**

Whereas, the stated policy and intent of Sussex County is to deliver services to its citizens in the most efficient, timely and the most cost effective manner; and

Whereas, prompt action is required on some items of routine business to meet deadlines imposed by federal or state agencies or to avoid delays in construction or other ongoing projects; and

Whereas, the Virginia Public Procurement Act obligates the County to pay for all goods and services received not later than 45 days after they are invoiced, and failure to pay promptly can also result in interest charges or the loss of discounts for early payment, or could compromise the good standing and/or credit rating of Sussex County; and

Whereas, quoted prices or bids on County purchases of goods and services must sometimes be accepted by a specified time limit; and

Whereas, the schedule for regular meetings of the Board of Supervisors often makes it difficult to obtain the Board's approval of routine purchases, payments, applications and other actions in time to avoid these inefficient or costly results;

Now Therefore Be It Resolved, by the Board of Supervisors of Sussex County:

I. That authority is hereby delegated to the County Administrator to take the following actions, subject to the conditions and limitations set forth below:

A. Purchasing and Contracting. *To act as the County's chief purchasing officer in all transactions subject to the Virginia Public Procurement Act, and in conformity with that Act to:*

- 1.** Initiate and advertise requests for proposals and invitations for bids to procure services or goods required by the County for which funding has been included in the County's adopted annual budget or otherwise appropriated by the Board, and to make and give notice of sole source determinations, documented as required by the Act
- 2.** Provided budgeted or specially appropriated funds are available, to negotiate, award and execute contracts or purchase orders with the winning offerors or bidders, as practicable, not to exceed \$15,000.00, and to forward recommendations to the Board for the award of contracts exceeding such limits.

B. Payments. *To approve warrants authorizing the timely payment of invoices or bills for goods or services rendered to the County or its agencies, provided that:*

1. Funds have previously been approved in the annual budget or otherwise appropriated for the purposes for which such goods or services are used.
2. The responsible County officer or employee certifies that the goods or services have been received and have been used or will be used for the intended public purposes and the County is obligated to make the payment.
3. A list of all such warrants and payments is provided to the Board at its next regular meeting and placed on the consent agenda for ratification.

C. Grants. *To submit grant applications to federal or state agencies or nonprofit grantor organizations provided that:*

1. The grant will support and further a policy, plan, project, service, program, goal, objective, or ordinance previously approved by the Board,
2. Adequate budgeted or appropriated funds and personnel are available for local matching requirements of the grant and/or grant support functions.
3. The Board of Supervisors reserves the right, in its sole discretion to accept or reject any approved and offered grant.
4. If an offered grant is accepted by the Board, the County Administrator is authorized to sign the required grant agreement.

D. Property Management. *To act as the custodian and manager of all County property, and in connection with County projects, (i) to execute deeds of easements to utility companies for the purpose of providing necessary services to such County property, (ii) to negotiate, accept and record easements granted to the County by other property owners in furtherance of such projects, and (iii) to secure appropriate insurance coverage on all County real and personal property and add newly acquired properties to such coverage as needed, provided that:*

1. The projects for which such easements are granted have been approved in the annual budget, or by other action of the Board.
2. Used and replaced County vehicles, equipment or other personal property may be declared surplus and offered for sale to other agencies or to the public, at fixed prices or by auction, as the County Administrator deems appropriate.

II. That the County Administrator shall provide the Board with a monthly list or summary of all actions taken in each of the above categories, which shall be placed on the consent agenda of the regular monthly meeting for ratification by the Board.

III. That this resolution shall take effect upon its adoption and shall remain in effect until rescinded or amended by the Board.

Approved:

October 20, 2011